

HOW TO FILE A MOTION TO WITHDRAW A PLEA OF GUILTY TO A CITATION ~MINNEAPOLIS~/~ST ANTHONY~/~THREE RIVERS PARK CITATIONS~

THIS MOTION PACKET IS TO BE USED ONLY FOR CITATIONS THAT WERE PAID IN VIBES

Instructions:

1. Obtain a court date and a copy of the paid citation at the Criminal Filing Desk on the 2nd Floor of the Hennepin County Government Center.
 - Hearings for Minneapolis citations are set on the Thursday, Minneapolis Pretrial calendar at 11:00 a.m
 - Hearings for St. Anthony citations are set on the St Anthony calendar for 1:00 p.m. on the first and third Tuesday of each month.
 - Hearings for Three Rivers Park citations are set on the County Attorney Calendar (COAT) for 1:00 p.m. on the first Wednesday of the month.
2. Fill out the attached Notice of Motion and Motion to Withdraw a Plea of Guilty and sign and date it.
3. Make two copies of the completed Notice of Motion and Motion paperwork. One copy is for you and the other copy must be served upon the prosecutor.
4. Have a third party **(NOT YOU)** who is 18 years or older, mail a copy of the papers to the other party. They can be mailed on any day EXCEPT a legal holiday. Court Rules require FIRST CLASS MAIL only, not certified or registered mail. The person who mailed the papers to the other party must then complete an Affidavit of Service by Mail.
 - DO NOT have the person fill out the Affidavit of Service by Mail until AFTER they have mailed a copy of the papers to the other party.
 - DO NOT have the person sign the Affidavit of Service by Mail until they are in the presence of a Notary Public or a Deputy Court Administrator.

Minneapolis citations

St. Anthony citations

Three Rivers Park citations

Minneapolis City Attorney City Hall, Room 210 350 South 5th Street Minneapolis, MN 55415	Steven Carlson St. Anthony Prosecutor Foster, Ojile, Wentzell & Brever, LLC 2855 Anthony Lane South, #201 St. Anthony, MN 55418	Office of the Hennepin County Attorney 300 South Sixth Street Floor C-2200 Suite C2168 Minneapolis MN 55487
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5. File the **original** Notice of Motion and Motion paperwork, and the **original** Affidavit of Service at the Criminal Filing Desk where you obtained the court date.
6. **NOTE:** your case **will not** be placed on the court's calendar until you **file** the original documents which must be done at least seven (7) days prior to the court date.

State of Minnesota

County of Hennepin

District Court

Judicial District: Fourth

Court File Number: _____

Case Type: Criminal

Defendant**NOTICE OF MOTION AND
MOTION TO WITHDRAW A
PLEA OF GUILTY TO A CITATION**☐ Minneapolis ☐ St. Anthony ☐ Three Rivers Park**Section 1**

Name:	Date of Birth:
Address:	Driver's License Number:
	Phone Number:

Section 2.

The citation number is: _____ and a copy of the paid citation is attached.

Section 3I should be allowed to withdraw my plea of guilty entered on _____ for the following reason(s):

Section 4The court hearing is set for _____, 20____, at _____ A.M./P.M., at the following location:

Date: _____

Signature_____
Printed name

State of Minnesota

County of Hennepin

District Court

Judicial District:

Fourth

Court File Number:

Case Type:

Criminal

Affidavit of Service

STATE OF MINNESOTA)

COUNTY OF _____)
(County where Affidavit Signed)I, _____ being duly sworn upon oath, state that I am at
(Name of person who mailed the documents)least 18 years of age; that on ____ / ____ / ____ I served the attached documents (**Copy of****Notice of Motion and Motion**) by mailing a true and correct copy to the following party at thefollowing address by placing the documents in the U.S. mail in the City of _____ with
sufficient postage:

(Check one)

☐ Minneapolis City Attorney
City Hall, Room 210
350 South 5th Street
Minneapolis, MN 55415☐ Steven Carlson
St. Anthony Prosecutor
Foster, Ojile, Wentzell & Brever,
LLC
2855 Anthony Lane South, #201
St. Anthony, MN 55418☐ Office of the Hennepin County Attorney
300 South Sixth Street
Floor C-2200 Suite C2168
Minneapolis MN 55487

Dated: _____

Signature

(Sign only in front of Notary Public or Deputy Court Administrator.)

Sworn/affirmed before me this
_____ day of _____._____
Notary Public \ Deputy Court Administrator

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____